



CITY OF HOUSTON

Job Posting

1
2
3
4
5
6
7
8

Applications accepted from:
Job Classification
Posting Number
Department
Division
Section
Reporting Location
Workdays & Hours

ALL PERSONS INTERESTED
CLERK TYPIST
PN # 109284
MAYOR'S OFFICE
AFFIRMATIVE ACTION
N/A
611 WALKER, 7TH FLOOR
8 A.M. TO 5:00 P.M.
*Subject to change

9

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Types correspondence, reports, charts, lists, labels, etc. Inputs data into the Contract Compliance Monitoring System. Serves as back up for logging in MWBE applications. Maintains records and files. Operates office machines such as typewriter, calculator, and copier. Distributes incoming and outgoing mail. Serves as a relief for the receptionist by answering the telephone and greeting visitors. Provides messenger and pickup delivery services.

10

WORKING CONDITIONS
There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting, temperature, and air conditions.

11

MINIMUM EDUCATIONAL REQUIREMENTS
Ability to read, write, add, subtract, and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required.

12

MINIMUM EXPERIENCE REQUIREMENTS
No experience is required.

13

MINIMUM LICENSE REQUIREMENTS None.

14

PREFERENCES
Prefer that applicant has a valid driver's license

15

SELECTION/SKILLS TESTS REQUIRED
Must pass a City administered typing test.

16

SAFETY IMPACT POSITION Yes
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 6
\$617.00 - \$810.00 Biweekly 16,042.00 - \$21,060.00 Annually

18

OPENING DATE March 8, 2006

19

CLOSING DATE March 14, 2006

20

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **For application status inquiries, please call (713) 837-9012**
All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9471.
An equal opportunity employer